



Effective Teams Phase I Closing Session Training Design

Tuesday, September 07, 2004

Learning Objectives:

- Celebrate the success of Phase I
- Explore key learnings and your role going forward
- Evaluate Phase I implementation

Time	Topic	Delivery Approach	Who	Materials
1:00-1:10 10'	Welcome / Purpose Objectives	<ul style="list-style-type: none"> • Welcome / cake- 5 • Certificates / purpose • Present learning objectives- 5 	<ul style="list-style-type: none"> • Chuck • Chuck • Ryan 	Cake Certificates Poster- Learning Objectives Poster- Welcome
1:10-1:20 10'	Measuring our progress	<ul style="list-style-type: none"> • Review Common Problems- 5 • Hand out Goal Sheets- 2 • Hand out surveys and 1st agendas- 2 	<ul style="list-style-type: none"> • Chuck 	Poster- Common Problems Handout- previous agendas Handout- previous surveys Handout- previous goal sheet
1:20-1:40 20'	Key Learnings	<ul style="list-style-type: none"> • Debrief & record findings – 20 	<ul style="list-style-type: none"> • Ryan • Chuck 	
1:40-2:10 30'	Phase I Feedback	<ul style="list-style-type: none"> • +/- Deltas <ul style="list-style-type: none"> ○ 1-on-1 coaching- 7 ○ Formal training sessions-7 ○ Organizational rollout-7 ○ Job aids and templates-7 	<ul style="list-style-type: none"> • Ryan • Ryan • Chuck • Chuck 	Poster- +/-s/Deltas (x4)
2:10-2:25 15 minutes	Making It Stick	<ul style="list-style-type: none"> • Discuss how to keep momentum at FSA U- 7 • Determine critical success factors for FSA roll out- 7 	<ul style="list-style-type: none"> • Ryan • Ryan 	Poster- Making It Stick (blank) Poster- Critical Success Factors (blank)
2:25-2:35 10'	Team Lead Role Going Forward	<ul style="list-style-type: none"> • Brainstorm agreements- 10 	<ul style="list-style-type: none"> • Chuck 	Poster- Agreements (blank)
2:35-2:50 15'	Validations	<ul style="list-style-type: none"> • Spend 2 minutes validating each person 	<ul style="list-style-type: none"> • Ryan 	Stress ball (talking stick)
2:50-2:55 5'	Evaluation	<ul style="list-style-type: none"> • Review "learning objectives"-2 • Discuss Phase II-5 • Hand out surveys 	<ul style="list-style-type: none"> • Chuck 	Handout- Timeline & Milestones Survey